

Appendix F

Division of Watershed Management

SFY 2006 319(h)

Final Report Requirements

The final report must be submitted with three (3) full color hard copies and an electronic version. The report must include the following information:

Front Cover /Title Page

- Project Title
- Project Identification Number
- Identify the watershed's HUC 11 number and name in which the project is located
- Grantee's name, address, and phone number
- Name/address/telephone number of organization completing the project
- Project Partners names and addresses
- Date of the Report
- Date of Project Completion

Identification and Disclaimer

Identification of funding sources and disclaimer (if required)

Executive Summary

A brief abstract of the project that can also serve as a stand-alone document and includes the following information:

- Description of project area
- Summary of the existing conditions addressed
- A brief summary of the overall project (i.e., its goals, methodology, locations, affected, time frame)
- Highlight major results or outcomes of the project
- Project implications and recommendations

Evaluation Approach and Methodology

Presents a brief background on the method for evaluating project success, possible applications of results, and includes the following:

- List of major questions answered by the evaluation
- Description of the overall evaluation design and schedule of data collection
- Description of the evaluation techniques and targets and why those approaches are an appropriate measure of success.

Results of Project and Evaluation

The project evaluation should include at a minimum the following information:

- A summary of results
- A detailed evaluation of findings, including relevant tables, graphs, charts
- A breakdown of findings by relevant variables
- An integration of results from multiple qualitative and quantitative data sources
- Implications and Recommendations
- A statement of implications of the project
- Specific recommendations for future action
- Suggested means for disseminating project results
- A description of strategies for assuring utilization of project results
- Submission of as-built plans for implementation projects